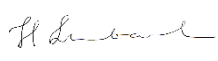




### Scheme for Paying Governors' Allowances Policy

Date of approval	18.05.20	
Review date	Summer 2023	
Chair of Governors		H Limbach

### Equality Statement:

At The BAWB Federation we work hard to ensure that the culture and ethos are such that, whatever the abilities and needs of members of the school community, everyone is equally valued and people treat one another with respect. Our schools provide pupils and staff with the opportunity to experience, understand and value diversity. In the operation of this policy, we will endeavour to ensure that all members of our school community receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

### Policy

- Governors may claim allowances in respect of actual expenditure incurred whilst attending meetings of the Governing Body and its Committees, undertaking governor development and otherwise acting on behalf of the Governing Body.
- Governors may not claim for actual or potential loss of earnings or income.
- All Governors (and any Associate Members) are eligible to claim allowances in accordance with this scheme.

### Eligible Expenses

- Categories of eligible expenditure are as follows:
  - Child care or baby sitting expenses, where these are not provided by a relative or partner;
  - Care arrangements for an elderly or dependent relative, where these are not provided by a relative or partner;
  - Telephone calls and postage;
  - Travel;
  - Subsistence

### Allowance Rates

- Rates at which allowances are payable are as follows:
  - Care arrangements: Actual costs incurred up to a maximum of *£10 per hour*. In exceptional circumstances such other sum as may be agreed by the Executive Chair of the Governing Body prior to any costs being incurred;
  - Telephone calls and postage: Actual costs incurred;
  - Travel rates: 42p per mile



**The BAWB Federation**  
**Bainbridge, Askrigg, and West Burton Primary Schools**  
*Mid-Dale Excellence in Education*  
**Executive Headteacher: Miss Charlotte L. Harper**

- For public transport, actual costs incurred. However, where more than one class of fare is available, the rate shall be limited to second-class fares. For travel by taxi or private hire vehicle the cost per journey must not exceed the rate set by the relevant licensing authority;
- Subsistence: no subsistence will be paid apart from car-parking charges: actual charges incurred up to a maximum of £5 per event.

### **Criteria for Claims**

6. All claims must be submitted to the Headteacher on the appropriate form within one month of the expenditure being incurred (except for telephone calls).
7. Receipts must be supplied to support claims for reimbursement, e.g. bus ticket, phone bill, taxi receipt, till receipt.
8. In the case of telephone calls, an itemised phone bill should be provided, identifying the relevant calls.

### **Financial Systems**

9. The Schools' normal systems for authorising and processing payments will apply to claims made under this scheme.